

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**

**LUKE AFB INSTRUCTION 24-304**

**11 OCTOBER 2011**



**Transportation**

**VEHICLE ACCIDENT AND ABUSE  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 56 LRS/LGRV

Certified by: 56 LRS/CC  
(Lt Col Michael T. Davis)

Supersedes: LUKEAFBI 24-304, 19 July  
2007

Pages: 11

---

This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Ground Transportation Vehicles*, and interfaces with AFI 23-302, *Vehicle Management*, AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, and AFI 91-204, *Safety Investigations and Reports*. This instruction applies to all personnel assigned or attached to the 56th Fighter Wing. It also applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. This instruction establishes procedures for implementing and managing the 56 FW Reimbursable Vehicle Accident and Abuse Program. It sets out the responsibilities of all personnel whenever damage occurs or is discovered on government motor vehicles (GMV)/Other Government Motor Vehicle Conveyances (OGMVC). It provides responsibilities to all unit commanders, vehicle maintenance elements, vehicle control officers (VCO), vehicle control noncommissioned officers (VCNCO), and vehicle operators for the purpose of maximizing the service life of all vehicles under the functional control of the 56 FW. It defines authority, disposition, and reporting procedures for military vehicle accidents and incidents of abuse. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

## ***SUMMARY OF CHANGES***

**This publication is substantially revised and must be completely reviewed.**

Added Attachment 1, Glossary of References and Supporting Information and renumbered attachments and paragraphs. Added paragraphs 4.1.1, 4.1.2, 4.6.1, 4.6.2.3, 5.3, and 5.6..

**1. Legal Issues.** This instruction outlines procedures and determinations of accidents and abuse. It does not determine personal negligence nor does it assess personal financial liability. These issues must be handled in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*. Unit commanders may use the Report of Survey process in conjunction with an accident or abuse investigation as a tool for the determination of liability in an accident or abuse allegation. The

56 LRS will not assess pecuniary liability or assign fault. Fault will be determined by the using organization's commander.

### **2. Definitions.**

2.1. Vehicle accident. Any collision, impact, or abrasion against a fixed or moving object, with a government-owned vehicle that causes damage, whether immediately noticeable or not.

2.2. Vehicle abuse. Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care. AFI 23-302, paragraph 1.20. Abuses are to include but are not limited to:

2.2.1. Failure to accomplish operator maintenance.

2.2.2. Not reporting malfunctions, defects, accident damage, or safety discrepancies affecting vehicle condition to Vehicle Management (56 LRS/LGRV) in a timely manner. Safety issues must be reported immediately of identification and all other discrepancies must be turned in within 24 hours of identification. Vehicle operators record maintenance discrepancies as they perform inspections, or when discovered. Operators record discrepancies in the appropriate section of the applicable Operator's Inspection Guide and Trouble Report, to be reported to Vehicle Management within one normal workday. Operators do not delay discrepancy reporting on systems or devices adversely affecting the safety of personnel or the operation of vehicles/equipment. When any of the discrepancies listed below are identified, the operator will discontinue use of the vehicle and report the discrepancy to Vehicle Management as soon as possible. **Note:** If the discrepancy occurs outside Vehicle Management Duty hours, discontinue vehicle use and notify Vehicle Management of discrepancy the next duty day. AFI 23-302, paragraphs 10.7.7 and 3.13.2.2.

2.2.3. Tampering with speed governors or pollution control devices.

2.2.4. Operating a vehicle with improperly inflated tires not in accordance with manufacturer's recommendation or excessive tire wear, resulting in cords being exposed.

2.2.5. Keep vehicles clean at all times to include the interior. Operators will not steam clean engines or engine compartments. Wash vehicles as needed and IAW TO 36-1-191, Table 6-3. Wax vehicles often enough with a manual application type wax to preserve

the painted finish (prevent oxidation), but do not wax vehicles with flat or Chemical Agent Resistant Coating (CARC) finishes. Vehicle management will not accept dirty vehicles. If excessively dirty vehicles are towed in, the using organization should clean the vehicle prior to being accepted in the CSC. AFI 32-302, paragraph 3.13.3.

2.2.6. Failing to turn in vehicle for scheduled maintenance at the appointed date and time.

2.2.7. Adding on equipment or modifying a vehicle without written permission from the LGRV Vehicle Fleet Management or Vehicle Management Superintendent. Modification requests must be routed through Vehicle Management and approved from MAJCOM prior to physically modifying the asset.

2.2.8. Refueling a vehicle with incorrect type of fuel.

2.2.9. Operating a vehicle in violation of operator's manual or its intended purpose.

2.2.10. Operating a vehicle with insufficient lubrication or coolant, resulting in mechanical failure.

2.2.11. Operating a vehicle with the parking brake applied, resulting in mechanical damage.

2.2.12. Overloading a vehicle or failing to correctly secure cargo or towed equipment.

2.2.13. Operating a vehicle beyond the tongue weight or towing capacity of the vehicle.

2.3. Fair Wear and Tear. The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

2.3.1. Avoidable. Any damage that could have been avoided by any action on the part of the operator or unit.

2.3.2. Unavoidable. Damage or actions incurred on the part of the operator or unit. Weather conditions are acceptable unavoidable circumstances.

### **3. Responsibilities.**

3.1. Objectives. The objective of this instruction is to provide 56 FW personnel with a comprehensive program to extend the service life of assigned vehicle assets. The overall responsibility for managing vehicle training and daily inspections rests with each squadron commander and designated VCO/VCNCO.

3.1.1. All suspected vehicle accident and abuse cases will be repaired by local vendor when feasible. Vehicle Management will coordinate delivery and pick up of all affected vehicles. They will also ensure a repair estimate is completed prior to any repair actions being done.

3.2. Compliance. All squadron commanders and staff agency chiefs are responsible for compliance with this instruction. All GMV operators have the primary responsibility for preventing accidents and abuses. Secondary responsibility rests with the unit VCO or VCNCO, who should be inspecting the unit operators and vehicles properly. Documentation, tracking, and repair of accident and abuse damage are the responsibility of 56 LRS/LGRV.

3.2.1. Ensure an active GMV/OGMVC Accident and Abuse Prevention Program is part of the unit's safety program.

3.2.2. Ensure all GMV/OGMVCs are utilized only for their intended purpose and reasonable care is exercised during their use to maximize service life.

3.2.3. Ensure all GMV/OGMVC accident and abuse cases are properly investigated within their unit.

3.3. Program Managers/Monitors. The appointed VCO or VCNCO within each organization with GOVs assigned will act as a liaison between the using organization and 56 LRS/LGRV.

3.4. Unit Commanders will:

3.4.1. Ensure the 56 LRS is reimbursed for repairs of GOVs damaged due to accident or abuse while being operated by personnel assigned to their organization.

3.4.2. Resolve all disputes concerning classification of GOV damage and fund transfer.

3.5. Other responsibilities. Using organizations may be different from the assigned organization when damages occur, for example, U-Drive it vehicles, a vehicle on loan from another organization, etc.

3.5.1. When the member assigned to the 56 FW is operating the GOV, transfer of unit funds applies to the using organization.

3.5.2. When TDY personnel are operating the vehicle, 56 FW performs all required maintenance and repairs. Funds should be transferred by the TDY organization for total cost of damage.

3.5.3. Exceptions: None.

3.6. Comptrollers will:

3.6.1. Forward to DFAS-LI a completed Optional Form 1017-G, Journal Voucher (JV) received from 56 MSG/RA with backup documentation provided by 56 LRS Resource Advisor (RA).

3.6.2. This backup documentation must include the following:

3.6.2.1. The Commander's Assessment Form Memorandum with liability determination and an e-mail memorandum from the responsible squadron's RA designating the fund site to recoup repair costs.

3.6.2.2. Vehicle Repair Detail Report from 56 LRS/LGRV will include actual repair costs and associated correspondence from commercial vendor or in-house repairs.

3.6.2.3. The DFAS-LI will process the JV charging the appropriate fund-cite and crediting 56 LRS account.

#### **4. Procedures.**

4.1. Upon notification of an accident or suspected abuse, 56 LRS/LGRV will initiate a work order, estimating the cost of repairs for parts and labor. Photographs may be taken of the vehicle damage to further aid the investigation. A memorandum identifying the accident or abuse case will be signed by 56 LRS/CC and forwarded to the responsible organization's commander.

- 4.2. The owning squadron commander or VCO/VCNCO will sign a letter to release the vehicle for repairs. Upon release of the vehicle for repairs the owning squadron commander or unit resource management office must release funds for repairs. If the vehicle incident involves a POV and death or personal injury, the 56FW/JA will be responsible for release of the vehicle for repairs. Incident will also be reported to MAJCOM.
- 4.3. The 56LRS/LGRV will initiate contract process for all repairs requiring an outside agency.
- 4.4. The LGRV will forward repair invoices to the Resource Management (56 LRS/LGROR) office. The 56 LRS/LGROR will prepare a JV and coordinate with the using organization's RA office for a unit fund cite. The 56 LRS/LGROR will forward the JV through the 56 MSG/RA office.
- 4.5. Upon receipt of JV from 56 MSG/RA, 56th Comptroller Squadron, Financial Management Analysis (56 CPTS/FMA) will forward the JV transaction to DFAS-LI for processing to charge the appropriate funds and credit the 56 LRS account.
5. Failure to provide the 56 LRS Vehicle Management proof of annual safety inspections of assigned OGMVCs constitutes as vehicle abuse.

JERRY D. HARRIS, JR.  
Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-302, *Vehicle Management*, 29 October 2007

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, 1 July 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 24-3, *Management, Operation and Use of Transportation Vehicle*, 7 July 2010

**Adopted Forms:**

AF Form 847, *Recommendation for Change of Publication*

Optional Form 1017-G, *Journal Voucher*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**COCOM**—Combatant Commander

**CPTS**—Comptroller Squadron

**FMA**—Financial Management Analysis

**FW**—Fighter Wing

**GMV**—Government Motor Vehicles

**JV**—Journal Voucher

**LRS**—Logistics Readiness Squadron

**MSG**—Mission Support Group

**OGMVC**—Other Government Motor Vehicle Conveyances

**RA**—Resource Advisor

**RDS**—Record Disposition Schedule

**VCNCO**—vehicle control noncommissioned officers

**VCO**—vehicle control officers

## Attachment 2

SAMPLE ACCIDENT/ABUSE & FINANCIAL LIABILITY NOTIFICATION  
MEMORANDUM

Figure 1. Accident/Abuse &amp; Financial Liability Notification Memorandum.



DEPARTMENT OF THE AIR FORCE  
56TH LOGISTICS READINESS SQUADRON (AETC)  
LUKE AIR FORCE BASE, ARIZONA

(DATE)

MEMORANDUM FOR 56 XXX/CC

FROM: 56 LRS/CC

SUBJECT: Vehicle Accident/Abuse Case Number: XX-XXXX

1. Vehicle description (i.e., truck/bobtail/forklift, etc.), vehicle registration # (XXXXXXX), assigned to your organization, was turned in to Vehicle Management on (Date) with accident/abuse damage. In accordance with Luke AFB Instruction 24-304, Vehicle Accident and Abuse Program (paragraph 1.1), 56 LRS will not assess pecuniary liability or assign fault. Fault will be determined by using organization's commander. A Report of Survey process may be executed in conjunction with your investigation to determine accident/abuse liability. The attached cost summary page is the accident damage estimate. The estimated repair cost for accident damage is \$XXXX.XX.

2. The vehicle assigned to your organization is a valuable resource that affects mission accomplishment. Please return this letter of release with the bottom portion completed within 5 duty days of receipt. If you have any questions or need more information, please contact Vehicle Management and Analysis at DSN 896-3203 or fax them at DSN 896-3205. Completing and returning this memorandum releases the vehicle for repairs.

MICHAEL T. DAVIS, Lt Col, USAF  
Commander

2 Attachments:

1. Vehicle Cost Summary
2. Photograph of Damage



1st Ind to 56 XXX/CC

MEMORANDUM FOR 56 LRS/LGRV

1. We request vehicle registration number #XXXXXXX, be released for repairs.
2. The unit accepts pecuniary responsibility for an estimated \$XXXX.XX in damages IAW LAFBI 24-304. We will provide funds on Impact Card/GPC/Form 9.

RELEASING OFFICIAL VCO/VCNCO

Rank\_\_\_\_\_Name\_\_\_\_\_Duty Title\_\_\_\_\_.

Duty Phone\_\_\_\_\_Signature\_\_\_\_\_.

Squadron Commander Name, Rank, USAF

Commander

## Attachment 3

## SAMPLE VEHICLE COST SUMMARY

Figure 2. Vehicle Cost Summary.

<b><u>Vehicle Regulation #</u></b>	<b><u>Action</u></b>	<b><u>Damage</u></b>	<b><u>Estimate Hours</u></b>
XXXXXXXXX	Replace	Left fender	1.5
	Replace	Grill	0.5
	Replace	Left outer panel	2.0
	Replace	Left mirror	0.5
	Replace	Left handle outside	0.5
	Replace	Left front tire	1.5
	Replace	Name plate/emblem	1.0
<b>Direct Labor Total Cost</b>	\$246.40		6.0
<b>Paint Labor</b>	\$272.80		6.0
<b>Paint Supplies</b>	\$161.20		6.0
<b>Material</b>	\$181.60		
<b>Sales Tax</b>	\$27.77		
<b>Totals</b>	<b>\$889.77</b>		<b>25.5</b>

Attachment 4

SAMPLE VEHICLE DAMAGE PHOTOGRAPH

Figure 3. Vehicle Damage Photograph.

